

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Fiscal Systems Analyst****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages, coordinates, and directs the operations of integrated technological systems that are required to support the efforts of all departments of the City. Participates in strategic planning groups. Provides technical assistance and makes recommendations for improvement to the computer system, and executes system upgrades. Makes decisions regarding data processing policies and procedures. Schedules and conducts training classes for all City-wide Advantage Financial System Users. Provides user support for hardware and software issues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages financial and technological systems by installing, testing, upgrading and evaluating the system, writing and upgrading documentation for software, verifying the accuracy and consistency of data, reviewing policies and procedures for compliance with new Accounting standards, and consulting with Information Technology to coordinate telecommunications software and hardware.
2	S	Resolves issues by responding to user access issues and managing and authorizing access to telephone services.
3	L	Participates in strategic planning by designing, developing, and scheduling the installation of systems and associated software, attending technology seminars and training sessions to monitor industry standards, and negotiating maintenance agreements with vendors to provide support for hardware components.
4	S	Prepares and distributes financial reports and informational queries by generating reports on demand for research and analysis, reviewing the generation of reports to eliminate wastefulness, producing financial system query reports, and extracting data to spreadsheets or database files.
5	S	Manages training and development by scheduling and coordinating user training classes, and purchasing and installing computer based training classes.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical manuals, web pages, technology trade journals, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as special formulas for spreadsheets.
Writing	Work requires the ability to write policies, procedures, documents, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include designing, developing, and implementing various projects, coordinating and selecting specific hardware / software, and conducting analytical evaluations of industry standards and requirements.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Teaching classes, consulting with clients
Sitting	F	Computer, desk work
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	O	Computers, audiovisual equipment, software
Carrying	O	Computers, audiovisual equipment, software
Pushing/Pulling	O	Carts with computer equipment
Reaching	O	Installing components, cable connections, and computers
Handling	F	Computers, audiovisual equipment, software
Fine Dexterity	F	Computer keyboard, installing components
Kneeling	O	Installing network cable connections
Crouching	O	Installing network cable connections
Crawling	O	Installing network cable connections
Bending	O	Installing network cable connections, lifting computers
Twisting	O	Installing network cable connections, lifting computers
Climbing	R	Stairs
Balancing	O	On stairs
Vision	C	Computer, desk work, reading, installing components and connections
Hearing	C	Staff, clients, supervisors
Talking	F	Staff, clients, supervisors
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, laser or inkjet printer, digital camera, digital presentation projector, Palm Pilot, bar coding scanner, flat bed scanner, fax machine, calculator, EFT software, IBM 3270 Emulation software, Procomm+, Advantage Financial System, PeopleSoft, Control-D, Advantage DS Designer, Paybase 16 Check Writing software, FrontPage, Publisher, Secure 32, Norton Antivirus, Netscape Navigator, Departmental Budget Request System, Pkzip, SprintLink II, RightFax

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)